

**Student Services Planning and Budget Meeting Notes**  
**Wednesday, February 6, 2008**  
**Administration Conf. Rm. 106**

Attending: Glapion, Griffin, Hunter, Irvin, Kawazoe, LeBleu, Marquez, Moberg, Ratner, Swensson

Item	Discussion/Comments	Outcome
Added to agenda	<p>Swensson announced the joint PBT meeting March 19 to review the role of PBTs and Program Review process. Handout of document from the Institute of the Future, which the IPBT is using for future planning. He would like the SSPBT to work with them using this information at the meeting on March 19.</p> <p>Griffin distributed Program Review packet with information from previous years and asked the group to review and bring back ideas to the next meeting for criteria and data needed prior to the March 19<sup>th</sup> meeting.</p> <p>EIS Update – Moberg shared that a vendor is being recommended to the Board. If approved the first part of the conversion will be in 8-10 months. There is concern in SS about funds to cover OT for staff working on the project, which needs to be addressed. Moberg is the overall contact for the district.</p>	
Budget Update	<p>Griffin reported that the District and the Chancellor feel we have the capacity to absorb any reductions from the state for the 08-09 year. One-time funds may be vulnerable and could impact student services programs in the way of staff. We need to use the Program Review process to help identify our return on services in the student services area. PR needs a set of criteria and data that impacts the work we are doing.</p> <ul style="list-style-type: none"> <li>-Recommendation discuss what productivity is at the first of the quarter versus the end of quarter (classes maybe reduced 50%)</li> <li>-Look at a control population from the fall to winter to determine how much revenue a program may bring in.</li> <li>-Provide data to the district showing how the one-time funds have made a difference.</li> </ul> <p>A time frame is needed and Griffin will work with Senior Staff to develop one.</p> <p>C: Hawk, Murphy, Swensson</p>	